

Superfund Program Implementation Manual FY 08/09

Managers' Schedule of Significant Events

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MANAGERS' SCHEDULE OF SIGNIFICANT EVENTS

CERCLIS is the official repository for Superfund data. Data are expected to be kept complete, current, and consistent in order to be readily available for routine, unexpected, and immediate needs.

FY 08

OCTOBER 2007 QUARTER 1 (FY 08)

- 5 HQ pulls 4th quarter FY 07 accomplishment and financial data from CERCLIS and provides for:
1) Special program reports
2) Initial FY 07 end-of-year Program Assessment
- 5 HQ pulls 4th quarter FY 07 accomplishment data from CERCLIS for review of end of year GPRA accomplishments and inclusion in EPA's FY 2007 Performance and Accountability Report (PAR).
- 15 HQ pulls 4th quarter FY 07 final accomplishment and financial data from CERCLIS for non-GPRA targets.

NOVEMBER 2007

- TBD SF National Policy Managers Meeting
- TBD AA/RA Priorities Meeting for FY 09
- TBD Agency publishes Performance and Accountability Report for FY 07
- TBD Regions revise CERCLIS to reflect GPRA performance goals, and program targets/measures for FY 08.
- TBD Superfund Focus Forum (SFF)
- Mid- OMB passback of FY 09 budget request
Late
Nov
- Late Agency appeal of the OMB FY 09 budget passback
Nov/
Early
Dec

DECEMBER 2007

Late
Nov/
Early
Dec

OSRTI sets targets for national remedial pool deobligations.

JANUARY 2008 QUARTER 2 (FY 08)

8 SCAP Pull for 1st Quarter FY 08 accomplishments and financial data - 5th working day of the month

TBD Regions submit draft deobligation plans to OSRTI

TBD OSRTI issues Pipeline operations Site Allowance resources to regions

Late
Jan/
Early
Feb HQ pulls 1st quarter data for Quarterly Management Report (QMR).

FEBRUARY 2008

On or
before
the first
Monday
in Feb President submits FY 09 budget request to Congress

Mid NPMs issue draft National guidance for FY 2009

APRIL 2008 QUARTER 3 (FY 08)

7 OSRTI pulls 2nd quarter accomplishment and financial data from CERCLIS and provides for:

- 1) Special program reports
- 2) Mid-Year Work Planning evaluation

Late NPMs issue National Program Guidance for FY 2009

MAY 2008

Late NPMs meet with the Administrator to review FY 09 program goals

Late OSRTI/OSRE send workplanning memorandum to regions on proposed budgets, GPRA annual performance goals and program targets/measures

MAY 2008 (Continued)

TBD Annual Goal Team Meetings with Deputy Administrator on FY 08 progress and FY 10 priorities

TBD Superfund Focus Forum (technical)

JUNE 2008

1-30 Regions update schedules and financial information in CERCLIS for FY 09, FY 10, and FY 11 in preparation for workplanning meetings

TBD HQ presents FY 09 Superfund goals and priorities and FY 10 investments to the Administrator and Regional Administrators

TBD Administrator and OC provide HQ program offices and regions with policy for FY 10 budget formulation

Late NPMs/Regions begin bidding process for FY09 accomplishments

JULY 2008 QUARTER 4 (FY 08)

1 Regions draft commitments due in BAS

8 OSRTI pulls planning information from CERCLIS:

1) to support FY 09 and FY 10 budget request

2) to prepare for FY 09 workplanning

3) Quarterly Management Report

8 OSRTI pulls 3rd quarter accomplishment and financial data from CERCLIS.

8 Enforcement provides:

1) Special program reports

2) 3rd quarter performance evaluations

TBD NPMs submit proposed FY 10 budgets to OCFO/Administrator

TBD HQ program offices and lead regions make presentation to Administrator/Deputy Administrator on FY 10 program priorities [FY 10 Budget Forum]

TBD HQ/Regions begin work planning sessions on the final FY 09 GPRA annual performance goals and program targets/measures and budget

TBD Administrator passback of FY 10 budget request

AUGUST 2008

- TBD Agency develops FY 10 budget for submission to the Office of Management and Budget (OMB)
- 7 HQ pulls CERCLIS data to assist in preparation of the FY 10 budget to OMB
- TBD Agency develops strategy for presenting the FY 10 budget to OMB
- TBD Final revisions to FY 10 APGs and APMs due to OCFO
- Mid NPMs begin drafting FY2008 Annual Performance Report

SEPTEMBER 2008

- TBD Agency submits FY 10 budget to OMB
- TBD Final GPRA commitments due in BAS

FY 09**OCTOBER 2008 QUARTER 1 (FY 09)**

- 7 HQ pulls 4th quarter FY08 accomplishment and financial data from CERCLIS and provides for:
- 1) Special program reports
 - 2) Initial FY 08 end-of-year Program Assessment
 - 3) Quarterly Management Report
- 7 HQ pulls 4th quarter FY 08 final accomplishment data from CERCLIS for review of end-of-year GPRA accomplishments and inclusion in EPA's FY 2008 Performance and Accountability Report
- [15](#) HQ pulls 4th quarter FY 08 final accomplishment data from CERCLIS for non-GPRA targets.
- TBD Superfund Focus Forum (SFF)

NOVEMBER 2008

- TBD SF National Policy Managers Meeting
- TBD Agency publishes Performance and Accountability Report for FY 08
- TBD Regions revise CERCLIS to reflect GPRA performance goals and program targets/measures for FY 09

NOVEMBER 2008 (Continued)

TBD OMB passback of FY 10 budget request

TBD AA/RA Priorities Meeting for FY 10

DECEMBER 2008

Late Nov/ Agency appeal of the OMB FY 10 budget passback

Early Dec OSRTI sets targets for national remedial pool deobligations

JANUARY 2009 QUARTER 2 (FY 09)

TBD Regions submit draft FY 09 deobligation plans to HQ

8 SCAP Pull for 1st Quarter FY 09 accomplishments and financial data - 5th working day of the month

TBD OSRTI issues Pipeline Operations Site Allowance resources to region

FEBRUARY 2009

On or before the first Monday in Feb President submits FY 10 budget request to Congress

Mid NPMs issue draft program guidance for FY10

APRIL 2009 QUARTER 3 (FY 09)

7 OSRTI pulls 2nd quarter accomplishment and financial data from CERCLIS and provides for:

- 1) Special program reports
- 2) Mid-Year Work Planning evaluation
- 3) Quarterly Management Report

Late NPMs issue final national program guidance for FY 10

MAY 2009

- Late OSRTI/OSRE send workplanning memorandum to Regions on proposed budgets and GPRA annual performance goals and program targets/measures
- Late NPMs meet with the Administrator to review FY 10 program goals
- TBD Annual Goal Team Meetings with Deputy Administrator on FY 09 progress and FY 11 priorities
- TBD Superfund Focus Forum (technical)

JUNE 2009

- 1-30 Regions update schedules and financial information in CERCLIS for FY 10, FY 11, and FY 12 in preparation for workplanning meetings
- TBD OSWER presents FY 10 Superfund goals and priorities and FY 11 investments to the Administrator and Regional Administrators
- TBD Administrators and OC provide HQ program offices and Regions with policy for FY 11 budget formulation
- Late NPMs/Regions begin bidding process for FY10 accomplishments

JULY 2009 QUARTER 4 (FY 09)

- 1 Regions draft commitments due in BAS
- 7 OSRTI pulls planning information from CERCLIS:
1) to support FY 10 and FY 11 budget request
2) to prepare for FY 10 workplanning
- 7 OSRTI pulls 3rd quarter accomplishment and financial information from CERCLIS.
- 7 Enforcement provides:
1) Special program reports
2) 3rd quarter performance evaluations
- TBD NPMs submit proposed FY 11 budgets to OCFO/Administrator
- TBD HQ program offices and lead regions make presentations to Administrator/Deputy Administrator on FY 11 program priorities [FY 11 Budget Forum]

JULY 2009 (Continued)

- TBD HQ/Regions begin work planning sessions on the final FY 10 GPRA annual performance goals and program targets/measures and budget
- TBD Administrator passback of FY 11 budget request

AUGUST 2009

- 7 Agency pulls CERCLIS data to assist in preparation of the FY 11 budget to OMB
- TBD HQ develops FY 11 budget for submission to the Office of Management and Budget (OMB)
- TBD Agency develops strategy for presenting the FY 11 budget to OMB
- TBD Final revisions to FY 11 APGs and APMs due to OCFO
- Mid NPMs begin drafting FY09 performance report

SEPTEMBER 2009

- TBD Final GPRA commitments due in BAS
- TBD Agency submits FY 11 budget to OMB

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Acronyms

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AA —	Assistant Administrator
AA OSWER —	Assistant Administrator for the Office of Solid Waste and Emergency Response
AA OECA —	Assistant Administrator for the Office of Enforcement and Compliance Assurance
AAU —	Administrative Assistance Unit
AC —	Area Committee; Assistant Chief
ACP —	Area Contingency Plan
ADCR —	Automated Document Control Register
ADD —	Assistant Division Director
ADR —	Alternative Dispute Resolution
AES —	Architect & Engineering Services
AH/RC —	Allowance Holder/Responsibility Center
AN —	Account Number
AO —	Administrative Order
AOA —	Advice of Allowance
AOC —	Administrative Order on Consent
AOG —	Agency Operating Guidance
APG —	Annual Performance Goal
APM —	Annual Performance Measure
AR —	Administrative Record
ARAR —	Applicable or Relevant and Appropriate Requirements
ARCS —	Alternative Remedial Contracting Strategy
ARIP —	Accidental Release Information Program
ARM —	Administration and Resources Management
ASF —	Above-ground Storage Facility
AST —	Above-ground Storage Tank
ASTM —	American Society for Testing and Materials
ASTSWMO —	Association of State and Territorial Solid Waste Management Officials
ASTW —	Above-ground Storage Tank Workgroup
ASU —	Administrative Support Unit
ATSDR —	Agency for Toxic Substances and Diseases Registry
ATSDR HAZDAT —	Agency for Toxic Substances and Diseases Registry Hazardous Data System
BAS —	Budget Automation System
BC/AOA —	Budget Control/Advice of Allowance
BCT —	Base Cleanup Team
BLM —	Bureau of Land Management
BRAC —	Base Realignment and Closure
BTAG —	Biological Technical Assistance Group
BUREC —	Bureau of Reclamation
CA —	Cooperative Agreement
CADD —	Corrective Action Decision Document
CAG —	Community Advisory Group
CAS No. —	Chemical Abstract Services Number
CBD —	Commerce Business Daily
CD —	Consent Decree
CEPP —	Chemical Emergency Preparedness and Prevention Program
CEPPO (now OEM) —	Chemical Emergency Preparedness and Prevention Office (OSWER)
CERCLA —	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERCLIS —	Comprehensive Environmental Response, Compensation, and Liability Information System
CERFA —	Community Environmental Response Facilitation Act
CFO —	Chief Financial Officer
CI —	Community Involvement
CIAO —	Citizen Information and Access Offices
CIC —	Community Involvement Coordinator
CIOC —	Community Involvement & Outreach Center (OSRTI)
CIP —	Community Involvement Plan

CLP —	Contract Laboratory Program
CN —	Commitment Notice
CO —	Contracting Officer
COI —	Conflict of Interest
CPCA —	Core Program Cooperative Agreement
CR —	Community Relations (Please see CI & CIP also)
CRP —	Community Relations Plan (Please see CI & CIP also)
CWA —	Clean Water Act
CWG —	Community Work Groups
DA —	Deputy Administrator
DAS —	Delivery of Analytical Services
DBC —	Deputy Branch Chief
DCN —	Document Control Number
DD —	Division Director
DNAPL —	Dense Non-Aqueous Phase Liquid
DOD —	Deputy Office Director
DoD —	Department of Defense
DOE —	Department of Energy
DOI —	Department of the Interior
DOJ —	Department of Justice
DOPO --	Delivery Order Project Officer
DOT —	Department of Transportation
DPO —	Deputy Project Officer
DRG —	District Response Group
EBS —	Environmental Baseline Survey
EE/CA —	Engineering Evaluation/Cost Analysis
EI —	Environmental Indicator
EMSL —	Environmental Monitoring Systems Laboratory
ENRD —	Environment and Natural Resources Division (DOJ)
EPA —	Environmental Protection Agency
EPA-ACH —	EPA Automated Clearing House
EPA ID —	EPA Identification Number
EPCRA —	Emergency Planning and Community Right to Know Act of 1986
EPI —	Environmental Priorities Initiative
EPIC —	Environmental Photographic Interpretation Center
EPS —	Environmental Protection Specialist
ERA —	Expedited Response Action
ERCS —	Emergency Response Cleanup Services
ERNS —	Emergency Response Notification System
ERRS —	Emergency and Rapid Response Services
ERS —	Eligible Response Sites
ERT —	Environmental Response Team
ESAT —	Environmental Services Assistance Team
ESD —	Explanation of Significant Differences
ESF —	Emergency Support Function
ESI —	Expanded Site Inspection
ESI/RI —	Expanded Site Inspection/Remedial Investigation
ESS —	Enforcement Support Services
FAD —	Final Assessment Decision
FAS --	Field Analytical Sampling
FCO —	Funds Certifying Officer
FCOR —	Final Close-Out Report

FDW —	Financial Data Warehouse
FE —	Federal Enforcement
FEMA —	Federal Emergency Management Agency
FF FYR —	Federal Facility Five Year Review
FFA —	Federal Facility Agreement
FFCA —	Federal Facility Compliance Agreement
FFEO —	Federal Facilities Enforcement Office
FFRRO —	Federal Facilities Restoration and Reuse Office
FFIS —	Federal Facilities Information System
FFS —	Focused Feasibility Study
FMC-Ci—	Financial Management Center - Cincinnati
FMD —	Financial Management Division
FMFIA —	Federal Managers Financial Integrity Act
FMO —	Financial Management Office
FOIA —	Freedom of Information Act
FOSL —	Finding of Suitability to Lease
FOST —	Finding of Suitability to Transfer
FR —	Federal Register
FRP —	Facility Response Plan; Federal Response Plan
FS —	Feasibility Study
FTE —	Full-time Equivalent
FUDS —	Formerly Used Defense Sites
FY —	Fiscal Year
FYR —	Five Year Review
FY/Q —	Fiscal Year/Quarter
GAD —	Grants Administration Division
GAO —	General Accountability Office
GFO —	Good Faith Offer
GICS —	Grants Information Control System
GIS —	Geographic Information System
GNL —	General Notice Letter
GPRA —	Government Performance and Results Act
HAZDAT —	Hazardous Data System
HHS —	Health and Human Services
HI —	Hazard Index
HQ —	Headquarters
HRS —	Hazard Ranking System
HSWA —	Hazardous and Solid Waste Amendments
HWC —	Hazardous Waste Collection
IAG —	Interagency Agreement
ICIS —	Integrated Compliance Information System
ICTS —	Institutional Control Tracking System
IFMS —	Integrated Financial Management System
IG —	Inspector General
IMC —	Information Management Coordinator
IMB —	Information Management Branch (OSRTI)
IMS —	Integrated Management Strategy
IOTV —	Interoffice Transfer Voucher
LAN —	Local Area Network
LEPC —	Local Emergency Planning Committee
LERP —	Local Emergency Response Plan
LOC —	Letter of Credit
LOE —	Level of Effort

LTCS —	Long Term Contracting Strategy
LTRA —	Long Term Response Action
MAD —	Method Accuracy and Description (MAD Code)
MAG —	Management Advocacy Group
MARS —	Management and Accounting Reporting System
MM/DD/YY —	Month/Day/Year
MMS —	Minerals Management Service
MOA —	Memorandum of Agreement
MOHR —	Magnitude of Hazard Reduction
MORR —	Magnitude of Risk Reduction
MOU —	Memorandum of Understanding
MSCA —	Multi-Site Cooperative Agreement
NACEPT —	National Advisory Committee on Environmental Policy and Technology
NAPL —	Non-Aqueous Phase Liquid
NBAR —	Non-Binding Allocation of Responsibility
NCP —	National Oil and Hazardous Substances Pollution Contingency Plan aka National Contingency Plan
NEPPS —	National Environmental Performance Partnership System
NFFA —	No Further Federal Action
NFRAP —	No Further Remedial Action Planned
NOAA —	National Oceanic and Atmospheric Administration
NOS —	Not Otherwise Specified
NPL —	National Priorities List
NPM —	National Program Manager
NRC —	National Response Center
NRS —	National Response System
NRT —	National Response Team
NSEP —	National Security Emergency Preparedness
NSFCC —	National Strike Force Communication Center
NTC —	Non-Time Critical
NTIS —	National Technical Information Services
NTSD —	National Technical Support Division
OAM —	Office of Acquisition Management
OARM —	Office of Administration and Resources Management
OBCR —	Office of Brownfields Cleanup and Redevelopment
OC —	Office of the Comptroller
OCA —	Other Cleanup Activity
OCFO —	Office of the Chief Financial Officer
OD —	Office Director
OECA —	Office of Enforcement and Compliance Assurance
OEM —	Office of Emergency Management
O&F —	Operational and Functional
OGC —	Office of General Counsel
OIG —	Office of the Inspector General
O&M —	Operation and Maintenance
OMB —	Office of Management and Budget
OPA —	Oil Pollution Act of 1990
OPAC —	On-line Payment and Collections
ORC —	Office of Regional Counsel
ORD —	Office of Research and Development
OSC —	On-Scene Coordinator
OSRE —	Office of Site Remediation and Enforcement (OECA)
OSRTI —	Office of Superfund Remediation and Technology Innovation
OSW —	Office of Solid Waste

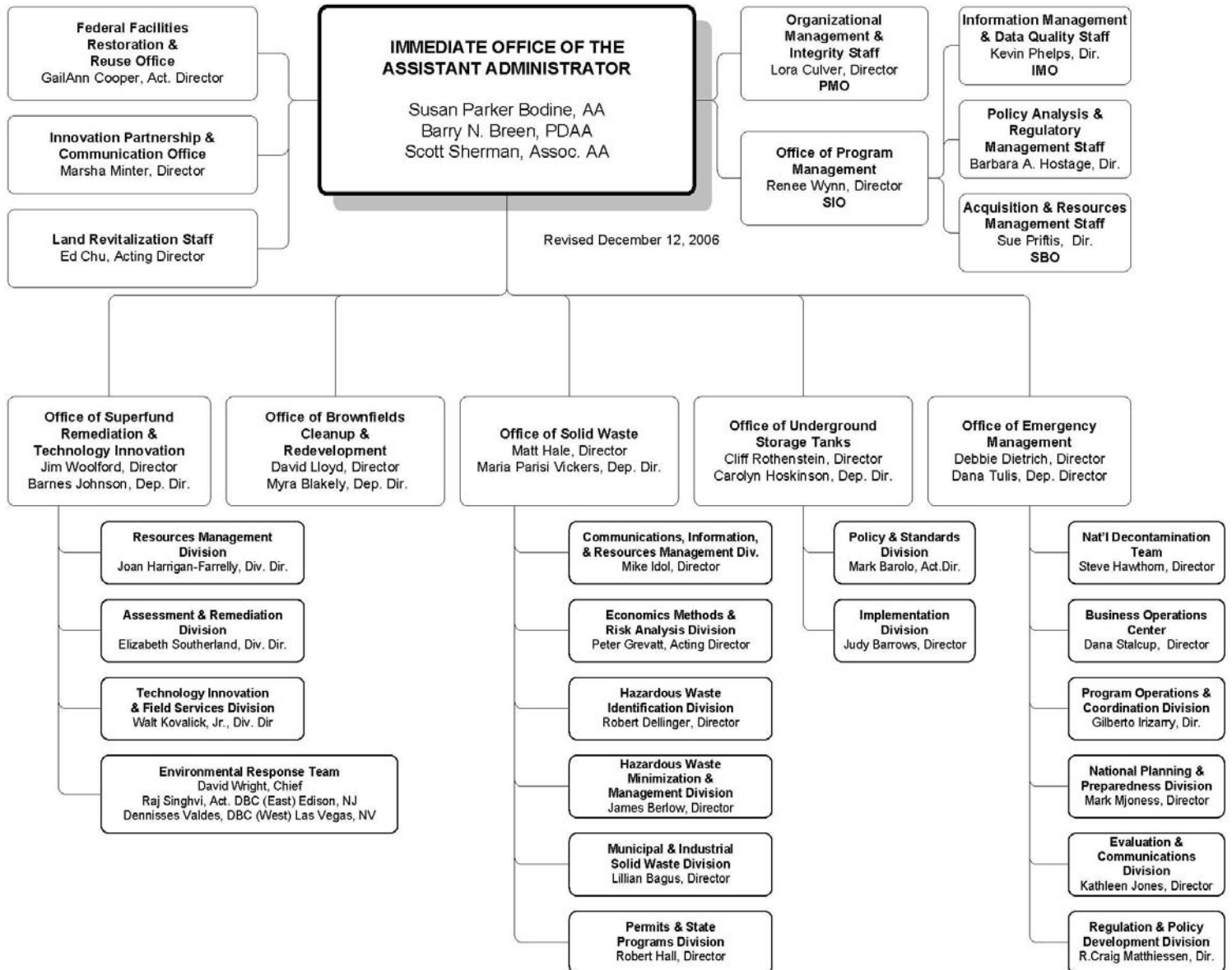
OSWER —	Office of Solid Waste and Emergency Response
OU —	Operable Unit
OUST —	Office of Underground Storage Tanks (OSWER)
PA —	Preliminary Assessment
PAH —	Polycyclic Aromatic Hydrocarbons
PC —	Personal Computer
PCB —	Polychlorinated biphenyl
PCOR —	Preliminary Close-Out Report
PECB —	Program Evaluation & Coordination Branch (OSRE)
PNRS —	Preliminary Natural Resource Surveys
PO —	Project Officer
POLREP —	Pollution Report
POS —	Program Operations Staff (OSRE)
PPED —	Policy & Program Evaluation Division (OSRE)
PPG —	Performance Partnership Grant
PQOP —	Pre-Qualified Officers Procurement
PR —	Procurement Request
PPA —	Prospective Purchaser Agreement
PREP —	Preparedness Response Exercise Program
PRP —	Potentially Responsible Party
PRSC —	Post-Removal Site Controls
PSO —	Program Support Office
QA —	Quality Assurance
QAPP —	Quality Assurance Project Plan
QAT —	Quality Action Team
RA —	Remedial Action; Regional Administrator
RAC —	Response Action Contract
RADS —	Risk Assessment Data System
RAGS —	Risk Assessment Guidance for Superfund
RCMS —	Removal Cost Management System
RCP —	Regional Contingency Plan
RCRA —	Resource Conservation and Recovery Act
RCRC —	Regional Cost Recovery Coordinator
RD —	Remedial Design
RD/RA —	Remedial Design/Remedial Action
RDT —	Regional Decision Team
REMT —	Regional Emergency Preparedness Team
RESAT —	Regional Environmental Services Assistance Team
RFP —	Request for Proposal
RI —	Remedial Investigation
RI/FS —	Remedial Investigation/Feasibility Study
RME —	Reasonable Maximum Exposure
RMP —	Risk Management Plan
ROC —	Remedial Oversight Contract
ROD —	Record of Decision
RPM —	Remedial Project Manager
RPO —	Regional Project Officer
RRT —	Regional Response Team
RTP —	Research Triangle Park
SACA —	Site Assessment Cooperative Agreement
SACM —	Superfund Accelerated Cleanup Model
SAM —	Site Assessment Manager
SARA —	Superfund Amendments and Reauthorization Act of 1986
SAS —	Special Analytical Services
SB/RTC —	Statement of Basis/Response to Comments
SCAP —	Superfund Comprehensive Accomplishments Plan

SCORPIOS —	Superfund Cost Recovery Package and Image On-Line System
SDMS —	Superfund Document Management System
SEP —	Supplemental Environmental Project
SERC —	State Emergency Response Commission
SERP —	State Emergency Response Plan
SFO —	Servicing Finance Office
SI —	Site Inspection
SIBAC —	Simplified Interagency Billing and Collection
SIP —	Site Inspection Prioritization
SITE —	Superfund Innovative Technology Evaluation
SME —	Subject Matter Expert
SMOA —	Superfund Memorandum of Agreement
SMP —	Site Management Plan
SMSA —	Standard Metropolitan Statistical Area
SNAP —	Superfund National Assessment Program
SNL —	Special Notice Letter
SOL —	Statute of Limitations
SOW —	Statement of Work
SPCC —	Spill Prevention, Control, and Countermeasure
SPIM —	Superfund Program Implementation Manual
SRA —	Superfund Reform Act
SRIS —	Superfund Report Information System
SRP —	Superfund Redevelopment Program
SSA —	Site Screening and Assessment
SSAB —	Site-Specific Advisory Board
SSC —	Superfund State Contract
SSID —	Site/Spill Identification Number
SSP —	Site Safety Plan
START —	Superfund Technical Assistance and Response Team
STSI —	State, Tribe, & Site Identification Branch (OSRTI)
TASC --	Technical Assistance Service for Communities
TAG —	Technical Assistance Grant
TAT —	Technical Assistance Team
TDD —	Technical Direction Document
TIFSD —	Technology Innovation and Field Services Division (OSRTI)
TOSC —	Technical Outreach Services for Communities
TOPO --	Task Order Project Officer
TRC —	Technical Review Committee
TRW —	Technical Review Workgroup
TSCA —	Toxic Substances Control Act
TSD —	Treatment, Storage, and Disposal Facility
UAO —	Unilateral Administrative Order
USCG —	United States Coast Guard
USACE —	U.S. Army Corps of Engineers
USFWS —	United States Fish and Wildlife Service
USGS —	United States Geological Survey
VRP —	Vessel Response Plan
WA —	Work Assignment
WAM —	Work Assignment Manager
WasteLAN —	Regional instance of CERCLIS (national) database
ZPO —	Zone Project Officer

Organizational Charts

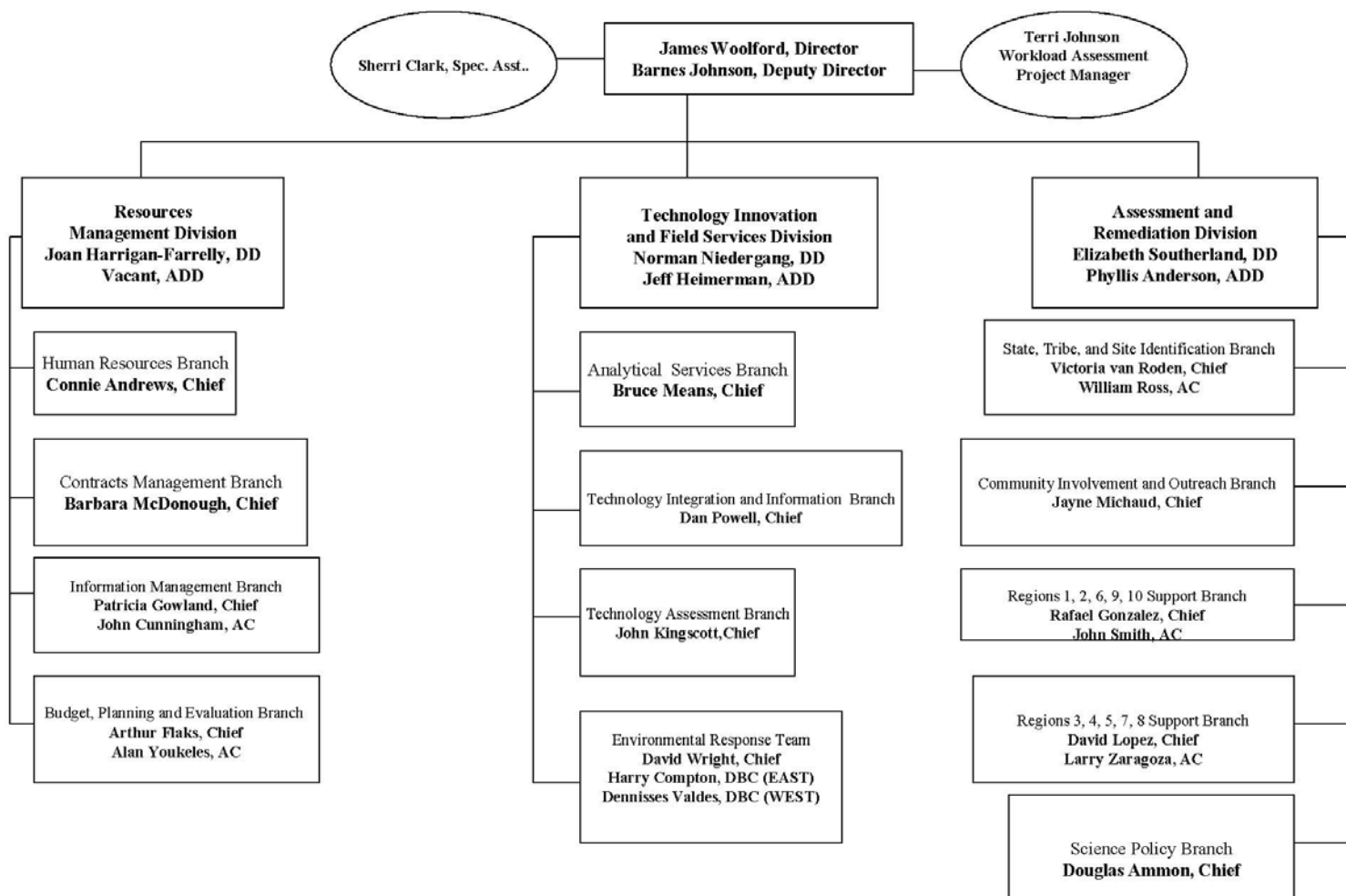
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OFFICE OF SOLID WASTE AND EMERGENCY RESPONSE



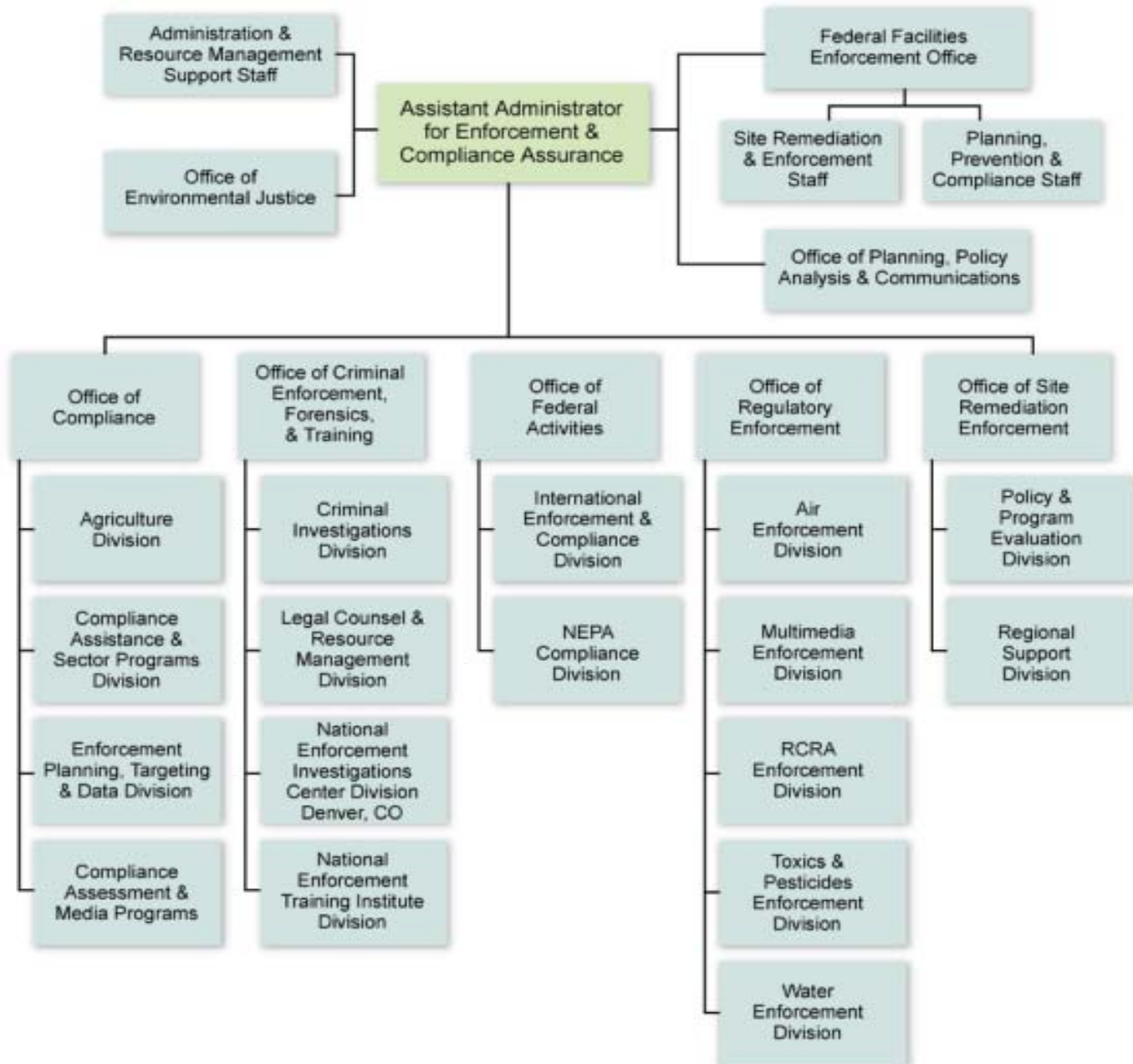
For more information, please see <http://www.epa.gov/oswer/programs.htm>

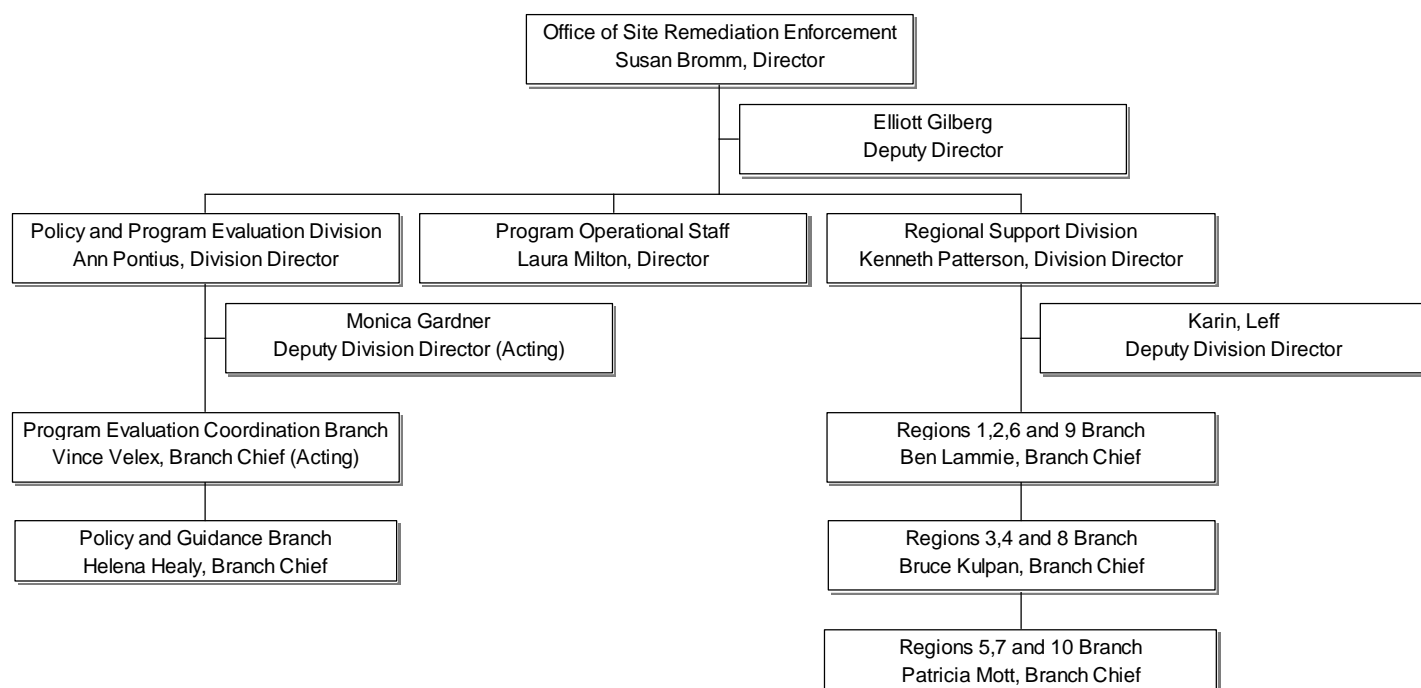
Office of Superfund Remediation and Technology Innovation



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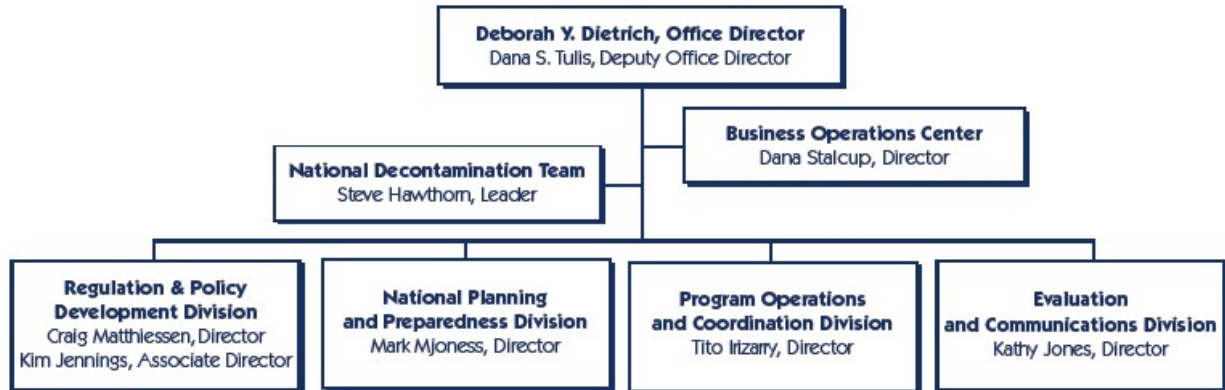
OFFICE OF ENFORCEMENT AND COMPLIANCE ASSURANCE





For more information please see <http://www.epa.gov/compliance/about/offices/osre.html>

Office Of Emergency Management Organization Chart



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